



# FACES.NET Training

## December 2021



(ALL FACES TRAINING IS LOCATED AT 200 I STREET SE WASHINGTON DC 20003)

	Monday	Tuesday	Wednesday	Thursday	Friday
TR 1			1	2	3
TR 2				<b>10:00AM – 12:00PM</b> <b>FACES.NET Family First</b> <b>Melissa</b> <b>1:00PM – 3:00PM</b> <b>CFSA Portal -</b> <b>Collaboratives/EBP</b> <b>Melissa</b>	
TR 1	6	7	8	9	10
TR 2		<b>9:00AM– 4:00PM</b> <b>FACES.NET</b> <b>Overview</b>	<b>9:00AM – 4:00PM</b> <b>FACES.NET Provider</b>	<b>9:00PM– 12:00PM</b> <b>FACES.NET PPW</b>	
TR 1	13	14	15	16	17
TR 2	<b>9:00AM–4:00PM</b> <b>FACES.NET CPS</b> <b>(PR42)</b> <b>Day 1</b>	<b>9:00AM–4:00PM</b> <b>FACES.NET CPS</b> <b>(PR42)</b> <b>Day 2</b>	<b>10:00AM – 11:00AM</b> <b>One Drive for</b> <b>Business</b>	<b>9:00AM– 12:00PM</b> <b>FACES.NET Management</b> <b>Reports/Tableau</b> <b>Permanency Tracker</b>	<b>9:00AM–4:00PM</b> <b>FACES.NET Pre-Service</b> <b>(AP98)</b> <b>Day 1</b>
TR 1	20	21	22	23	24
TR 2	<b>9:00AM–4:00PM</b> <b>FACES.NET Pre-</b> <b>Service (AP98)</b> <b>Day 2</b>	<b>9:00AM–4:00PM</b> <b>FACES.NET Pre-</b> <b>Service (AP98)</b> <b>Day 3</b>			
TR 1	27	28	29	30	31
TR 2					<b>New Year's Day</b>  <b>Holiday</b>

Most classes begin promptly at **9:00AM**. The CFSA attendance and tardiness policy states that participants arriving after the first 15 minutes of class will not be admitted and will be classified as "too late to attend" and treated as a "no-show."

## **Course Descriptions**

### **FACES.NET CPS**

This two-day course designed for both Hotline and Investigation Workers. Students will learn how to document information related to intake and investigations on the Hotline Screen, Client related screens, Allegations, Collaterals, Contacts, Risk Assessment, Danger and Safety Assessment, Placement Matching, Red Team, Assessment Findings, Complaint Form, Case Connect, and Investigation Closure to name a few.

### **FACES.NET Management Reports/Tableau Data Visualization System/Permanency Tracker Dashboards**

This half-day training designed for both CFSA and Private Agency Supervisors and Managers (occasionally social workers). Students will become proficient with accessing, analyzing and interpreting data reports and dashboards via FACES and Tableau. Must have current FACES access to attend. An overview of the Permanency Tracker Dashboards will be conducted.

### **FACES.NET Overview**

This one-day basic case management training course will instruct users on how to search for Clients and Cases, enter and/or review Contact Notes, Relationships, Demographics, Education, Health, and Court information on the Case module.

### **FACES.NET Pre-Service**

This three-day day course designed for new CFSA In-Home/Permanency workers, Private Agency Social Workers and Supervisors. Students will learn how to document information related to ongoing case management such as entering contacts, collaterals, court reports, client related screens, placement matching, Red Team, Risk and Risk Re-assessments, Danger and Safety Assessments, Caregivers Strength and Barriers assessments, Service Plans and Case Plans, Case Closure, etc.

### **FACES.NET Provider**

This one-day course designed for CFSA and Private Agency workers. Students will learn how to Search for Providers, enter new Providers (placement and service), add Household Members, document Specific Child information, complete Home Study, add Kinship Foster Parents, complete Provider Questionnaire, complete provider Checklist, enter Licensing and make home Available for placement.

### **FACES.NET Placement Provider Web**

This half-day course designed for Private Placement Contracted Agencies invoicing CFSA for placements in their licensed facilities via the Placement Provider Web module. Students will be instructed on how to Enter and Exit Placements, reconcile Placement Discrepancies, manage and submit invoices through the Monthly Placement Utilization Report (MPUR).

### **FACES.NET Workday**

Workday is an opportunity for workers to work independently in a quiet environment in an effort to complete case management tasks within their own cases as well as have an opportunity to receive assistance with FACES questions if needed from a FACES Trainer.

### **FACES.NET - Family First**

This two-hour course is designed for CFSA and Private Agency Social Workers, Supervisors and Managers. Students will briefly recap the Federal Family First Prevention Services Act of 2018 and CFSA practice; guide end-users through documenting a Prevention Plan; and how to refer children and families to community-based Collaborative(s) and/or Evidenced Based Providers for services through the FACES application system.

**CFSA Portal (Collaborative Services and Prevention Services Providers)**

This two-hour course is designed for Collaborative and Prevention Services staff members. Students will briefly recap the Federal Family First Prevention Services Act of 2018; guide end-users through accessing referrals and Prevention Plans submitted by CFSA and Private Agency Social Workers; how to acknowledge receipt of referral, make staff assignments to clients/families, and acknowledge services rendered through the CFSA Portal application system.

**One Drive You Will learn One Drive Basics which include: *CFSA Staff Only***

How to access One Drive online

How to save Documents to One Drive

How to Share Documents

One Drive Best Practices/Limitations

**\*\*Please Bring your Laptop, if assigned**